

Are you interested in being a

# *Volunteer* at HAGSOC?



Our Society is run entirely by Volunteers.  
Can you help in any of the following areas?  
A brief description of some jobs are overleaf.

- Bookshop
  - Cleaning
  - Finance Assistant
  - Journal Mailout
  - Library Duty Assistant
  - Library Shelf Checkers
  - Monday Nighters
  - Technical Support
  - Translation Service
  - Website support
  - Other \_\_\_\_\_
- 

M'ship No: .....

Your name: .....

Your email: .....

Your phone: .....

You will be contacted by a Volunteer within a week of us receiving this form. Please drop the form into the Library, or post to the address on our website or Journal, or scan and email it to the **secretary@familyhistoryact.org.au**.

Or fill in our website form under the About page at  
**www.familyhistoryact.org.au**.

## An outline of some of the Jobs needing you!

### **Bookshop**

Process, pack and post book orders, do stocktakes, decide on stock to purchase and liaise with other volunteers.

### **Cleaning**

Not onerous, but vacuum the Main Library and Education rooms, benches wiped down in Kitchen/office, front and computer desks every fortnight, and Overseas Room each month are the general jobs.

### **Finance Assistants**

The following can be done by several people: assist the Treasurer with data entry and production of reports from MYOB; reconcile cash payments recorded, with cash held in the cash drawer, and bank excess; advise the Treasurer of reconciliation outcomes and Membership Secretary of membership forms received; record cheque and debit card transactions, bank cheques and process credit card payments, with advice to the Treasurer. All training given.

### **Journal Mailout**

Always need volunteers to help 'bag and tag' our Journal, *The Ancestral Searcher* for posting out once a quarter. No skill required.

### **Library Duty Assistant**

Assist on the Library desk, help out researchers where you can, accept money and write receipts, open and lockup the Library. There is usually a Supervisor to support and learn from.

### **Library Shelf Checkers**

Volunteers needed who check the order and condition of the books in the Society's Library and report back to Coordinator.

### **Monday Nighters**

The Library Collection Management team (aka Monday nighters) undertakes the acquisition, cataloguing, classification and input into the online library database of new and donated library resources.

### **Technical Support**

The team maintains HAGSOC's small network of Windows & Mac PCs, a Windows server, including development of a small internal web application for electronic publications. Technical skills are welcome, but there are tasks and training for less experienced helpers.

### **Translation Service**

If you can read other languages, your skills could help members by translating their short documents into English. The Coordinator liaises with translators, arranges translations and does the invoicing.

### **Website support**

The web assistant needs some basic skills or knowledge of HTML. Helpful if they knew PHP or another scripting language. Some knowledge of managing websites using content management systems, file transfer protocol programs and/or cPanel. Training will be given.